



PERSONAL APPEARANCE

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I. POLICY

It is the Division's policy that its personnel be well groomed and present a professional appearance to maintain the public's trust and respect. Both the self-esteem generated in the individual and the respect commanded from the public they serve promote the excellent reputation of the Comptroller's Office.

II. AGENTS/INSPECTORS

Agents/Inspectors will at all times be neat, clean, and well groomed. All employees are permitted to wear clothing which conforms to the standards set forth by the Comptroller of Maryland.

Only articles of clothing of a conservative nature are permitted. Employees must use discretion in their dress and appearance so as not to invite unfavorable comment upon the Division.

III. COURT ATTIRE

Agents/Inspectors will wear appropriate attire to all court appearances. Male employees will wear a tie and coat, and female employees will wear appropriate professional attire when appearing in any court or hearing proceedings. No employee will attend court or hearings in jeans or other casual clothing.

IV. CANCELLATION: None.

Jeffrey A. Kelly, Director